



Business/Entity Name

Business Information		Beneficial Owner Information		
Employer Identification Number	Business Phone	Name	DOB	Identification
Type of Business		Address		Ownership %
Physical Address (No P.O. Box Address)		Name	DOB	Identification
Mailing Address (if different than physical address)		Address		Ownership %
Website	Fax	Name	DOB	Identification
Email Address (required if requesting online account access)		Address		Ownership %

Authorized Signer Information		Authorized Signer Information	
Name	Title of Signer	Name	Title of Signer
SSN/TIN	Date of Birth	SSN/TIN	Date of Birth
Identification (Government issued driver's license, State ID, or Passport)		Identification (Government issued driver's license, State ID, or Passport)	
Issuer	Type	Number	Issue/Expiration Date
Physical Address(No P.O. Box Address)		Physical Address(No P.O. Box Address)	
Mailing Address (if different than physical address)		Mailing Address (if different than physical address)	
Home Phone	Birth City, State and Country		
	Home Phone		Birth City, State and Country

Type of Account (Select the type of account(s) you wish to open)

Commercial Checking
 Commercial Savings
 Commercial Money Market
 Certificate of Deposit

Additional Services

ATM/Debit Card
 Online Banking
 Credit Card
 Merchant Services
 Remote Deposit Capture

Signatures (Required)

Each of the undersigned Applicant(s) identified hereby agrees and certifies that all the information on this Application is true and correct to the best of his/her knowledge and authorizes the Bank to investigate and verify the employment and credit history of each of the undersigned Applicant(s), and to obtain such credit reports as the Bank deems necessary. Each of the undersigned also authorizes the release of any personal information by any federal, state or local agencies, as well as by other Banks, creditors, or employers requested by the Bank.

NOTE: Verification of Identification and Signatures will be required before account can be opened. We will ask for other information that will allow us to identify you.

X _____ Date _____

Authorized signer

X _____ Date _____

Authorized signer

X _____ Date _____

Authorized signer

REQUIRED ACCOUNT DOCUMENTATION

Sole Proprietorship Accounts

- SSN (EIN Optional-(SS4))
- Assumed Name Certificate¹
- (unless the consumer's surname is included in the name of the business)

Limited Liability Company (LLC/PLLC) Accounts

- EIN (SS4) (or SSN if Single Member LLC)
- Certificate of Filing/Organization (formerly known as Certificate of Organization)²
- Certificate of Formation/ Articles of Organization²
- Assumed Name Certificate for both state and county (if applicable)³
- Beneficial Ownership supporting documentation (Operating agreement, regulations, minutes or by-laws, review and copy the page that shows the beneficial owners, percentages and signature page)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Application Registration for Non-Texas (if applicable)²

Corporation (For Profit) Accounts

- EIN (SS4)
- Certificate of Filing/Incorporation (formerly known as Certificate of Incorporation)²
- Certificate of Formation/Articles of Incorporation²
- Assumed Name Certificate for both state and county (if applicable)³
- Beneficial Ownership supporting documentation (Operating agreement, regulations, minutes or by-laws, review and copy the page that shows the beneficial owners, percentages and signature page)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Application Registration for Non-Texas (if applicable)²

Corporation (Non-Profit) Accounts

- EIN (SS4)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Certificate of Filing/Incorporation (formerly known as Certificate of Incorporation)²
- Certificate of Formation/Articles of Incorporation²
- Assumed Name Certificate for both state and county (if applicable)³
- 501-C (3)
- Application Registration for Non-Texas (if applicable)²

Unincorporated, Clubs, Civic Organization Accounts

- EIN (SS4)
- Resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Officer Roster (can be included in minutes/by-laws)
- Certificate of Filing/Formation (if applicable)²

Limited Liability Partnership (LTD/LP) Accounts

- EIN (SS4)
- Certificate of Filing (formerly known as Certificate of Limited Partnership)²
- Certificate of Formation²
- Partnership Agreement
- Assumed Name Certificate for both state and county (if applicable)³
- Application Registration for Non-Texas (if applicable)²

General Partnership Accounts

- EIN (SS4)
- Assumed Name Certificate¹
- Partnership Agreement

Professional Association (PA) Accounts

- EIN (SS4)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Documentation required based on type of entity

IOLTA Accounts

- EIN (SS4) (Consumer's Certified with a W-9 form)
- IOLTA Notice Form⁴
- Documentation required based on type of entity

Campaign Accounts

- EIN (SS4)
- A notarized consent letter from the candidate authorizing the opening of the account (if the candidate is not signing)
- Federal Campaign** - FEC Form 1 (copy of statement of organization)
- State/County/City or School Campaign**
 - Appointment of Campaign Treasurer by Candidate (Form CTA)⁵
 - Evidence of the organization's existence and the authority of the signatories (Committee minutes and/or Association resolution)

Escrow Accounts

- EIN (Form W-9 if SSN of Beneficiary is being used)
- Escrow Agreement
- Documentation required based on type of account

Estate Accounts

- Acceptable forms of ID
- EIN (SS4) of Estate
- Letters of Testamentary or Letters of Administration
- Death Certificate

Trust Accounts

- Acceptable forms of ID
- EIN of Trust or TIN of grantor
- Trust Agreement or Certificate of Trust

¹ Filed with the county clerk's office of the county in which its registered office is located

² Issued by the Secretary of State

³ Filed with the Secretary of State & the county clerk's office of the county in which its registered office is located.

⁴ Texas Access to Justice Foundation

⁵ Issued by the Texas Ethics Commission